



Dear Colleague,

**APSE Transport & Mechanical Advisory Group**

I am writing to inform you that the next meeting of the Scottish transport & mechanical group will be held as follows:- **Wednesday 16 March 2016 at the Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE**

**Date: Wednesday 16 March 2016**

**Time:**

10:00 am Tea and coffee on arrival  
10:30 am Group meeting starts  
12.30 pm Lunch  
1.30 pm Tour of the kelpies  
2:30 pm Close

**Venue: Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE**

**Please note Falkirk Council have kindly arranged a tour of the Kelpies as part of this meeting. There will be a bus transfer to and from the Kelpies following lunch. Please confirm with the APSE office whether you will be attending the tour in order for us to provide numbers to Falkirk Council for the bus.**

The agenda for the meeting is enclosed.

The meeting is open to elected members and officers from every council in Scotland.

Please ensure you confirm your attendance either by telephoning Garry Lee on 01698 459 051; by email to [Glee@apse.org.uk](mailto:Glee@apse.org.uk), clicking [here](#) and booking online (submit via left hand side sign up to attend section) or by faxing the attached slip to Garry on 01698 200 316 in order for the necessary arrangements can be made.

Yours faithfully,

Louise Melville  
Principal Advisor  
Association for Public Service Excellence



**Association for Public Service Excellence**

Brandon House Business Centre  
Units 18-20, 23-25 Brandon Street  
Hamilton ML3 6DA  
telephone: 01698 459 051  
fax: 01698 200 316  
email: [enquiries@apse.org.uk](mailto:enquiries@apse.org.uk)  
web: [www.apse.org.uk](http://www.apse.org.uk)

Fax back attendance form

**APSE Transport & Mechanical Services Advisory Group**

**Wednesday 16 March 2016 at the Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE**

Please complete this form and return it to APSE as soon as possible via fax to Garry Lee, on 01698 200 316.

**Authority:**.....

**Address:**.....

.....

**Post Code**.....

| <b>Name</b> | <b>Email</b> | <b>To attend<br/>Advisory<br/>Group</b> | <b>Apologies for<br/>Advisory<br/>Group</b> |
|-------------|--------------|---|---|
|             |              | <input type="checkbox"/>                | <input type="checkbox"/>                    |
|             |              | <input type="checkbox"/>                | <input type="checkbox"/>                    |
|             |              | <input type="checkbox"/>                | <input type="checkbox"/>                    |
|             |              | <input type="checkbox"/>                | <input type="checkbox"/>                    |

**Please help us keep our records up-to date**

- Persons contact details have changed, please amend as indicated
- Please add name and details to your database
- Person has left the company (if so please complete the details below for the replacement)

**Please print details**

|                   |                   |                  |
|-------------------|-------------------|------------------|
| <b>Title</b>      | <b>First Name</b> | <b>Surname</b>   |
| <b>Job Title</b>  |                   | <b>Authority</b> |
| <b>Department</b> |                   |                  |
| <b>Address</b>    |                   |                  |
|                   |                   | <b>Post Code</b> |
| <b>Telephone</b>  | <b>Fax</b>        | <b>Email</b>     |

## **Transport & mechanical services advisory group**

**Wednesday 16 March 2016 at the Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE**

1. **Introduction & welcome**
2. **Attendance & Apologies**
3. **Minute of Previous meeting held on 27 January 2016**
4. **Matters Arising**
5. **Fueljack: fuel theft technology**  
**Speaker:** Ronnie Meechan, CEO & Co Founder, Fueljack Limited
6. **Discussion items:**
  - Initial findings from Renfrewshire query on FAI recommendations
  - Topics for Transport discussion forum at Aviemore
  - Training opportunities for semi-skilled mechanics
  - Protecting unattended vehicles whilst operating ancillary equipment
  - SEN school transport – taxi rate per mile
  - Vehicle whole life costs
7. **Performance Networks Process Benchmarking transport services**  
**Speaker:** Group discussion
8. **APSE Update**  
**Speaker:** Louise Melville, Principal Advisor (Scotland), APSE
9. **A.O.C.B.**
10. **Future Agenda items for next meeting**
11. **Date and time of next meeting – 17 – 20 May 2016 Aviemore**
12. **Lunch**
13. **Tour of the Kelpies**